



*An Independent Special District
Serving Orange County Since 1947*

AGENDA

757TH MEETING

**BOARD OF TRUSTEES
ORANGE COUNTY VECTOR CONTROL DISTRICT**

**DECEMBER 17, 2009
THURSDAY
3:00 P.M.**

**13001 GARDEN GROVE BOULEVARD
GARDEN GROVE, CALIFORNIA 92843-2102**

The mission of the Orange County Vector Control District is to provide the citizens of Orange County with the highest level of protection from vectors and vector-borne diseases.

BOARD OF TRUSTEES
Orange County Vector Control District
AGENDA
757th Meeting, December 17, 2009
Thursday, 3:00 P.M.
ITEMS

COMMITTEE MEETINGS:

- ⇨ 2:00 p.m. – Operations Committee: 1) Approve November 19 Committee Minutes; 2) Consider Executive Committee's Request to Prepare Report/Recommendation for the Board of Trustees on the District Service Delivery Model for Core Services of Mosquito Abatement, Rat Control Services, and Fly Control Services (Agenda Item 15); 3) Review Privatization Study; 4) Review Pilot Program for Rat Control Services; 5) Review Analysis of Enterprise Fleet Management Regarding Vehicle Maintenance and Acquisition Service
- ⇨ 2:15 p.m. – Budget and Finance Committee: 1) Review Annual Audit (Agenda Item 12); 2) Review Status of District's Retiree Medical Trust Fund.

REGULAR MEETING – 3:00 P.M.:

1. Pledge of Allegiance
2. Roll Call
3. Introduction of Visitors
4. Public Participation
5. Announcement of Late Communications
6. Employee Anniversary Recognition
7. Committee Reports:
 - 7A - Operations Committee
 - 7B - Budget and Finance Committee
8. District Manager Information Items
 - 8A - Trustee Bios for OCVCD Website
 - 8B - Other Information Items
9. Consent Calendar – Items for Approval by General Consent
 - 9A - Appointment of Trustee Representatives
 - 9B - Authorize Travel for Two Additional Staff to Attend the MVCAC 78th Annual Conference in Sacramento
 - 9C - Authorize Travel to Attend the 2010 AMCA 76th Annual Conference in Lexington, Kentucky
 - 9D - Authorize Travel to Attend the 24th Vertebrate Pest Conference in Sacramento
 - 9E - Report of District Activities
10. Approval of Minutes
11. Accept and Approve Monthly Financial Report; and Receive and File Warrant Register
 - 11A - Monthly Financial Report
 - 11B - Warrant Register
12. Accept Basic Financial Statements Dated June 30, 2009, Management Compliance Letter, and Audit Committee Letter for 2008/09 Annual Audit
13. Appointment of Nominating Committee for 2010 Officers of the Board of Trustees
14. Resolution Establishing an Orderly Process for Conducting District Business
15. Operations Committee's Report/Recommendation on District Service Delivery Model for Core Services of Mosquito Abatement, Rat Control Services, and Fly Control Services
16. Recognition of Outgoing Trustees
17. Written Communications: Receive and File Resignation Letter from Trustee Bella
18. Comments from the Board of Trustees
19. Other Business
20. Adjournment
(Meeting Calendar follows agenda.)

AGENDA

AGENDA: This Agenda contains a brief general description of each item to be considered. Except as otherwise provided by law, no action shall be taken on any item not appearing in the following Agenda.

NOTICE: The public is entitled to copies of all documents that are made part of the agenda packet. If any document or other writing pertaining to an agenda item is distributed to all or a majority of the Board after the packet is prepared, a copy of that writing may be obtained by contacting the Clerk of the Board at 714-740-4141.

PUBLIC PARTICIPATION: Citizens desiring to comment on specific agenda items are requested to indicate their interest to the Executive Assistant/Clerk of the Board before the start of the meeting. At the beginning of the meeting, members of the public may address the Board of Trustees on agendized items, or non-agendized items of interest that are within the subject matter jurisdiction of the Board of Trustees. A member of the public shall be allowed a period of up to three (3) minutes, or a time at the discretion of the President of the Board, to address the Board of Trustees.

ADA AGENDA NOTICE: “In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District Office at (714) 971-2421. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR Part 35]”

BOARD ACTIONS: The Board may not legally take action on any item presented at this time other than to direct staff to investigate a complaint or place an item on a future agenda unless (1) by a majority vote, the Board determines that an emergency situation exists, as defined by Government Code Section 54956.5, or (2) by a two-thirds vote, the Board determines that the need for action arose subsequent to the agenda being posted as required by Government Code Section 54954.2(b).

WEB SITE: The Agenda and Minutes are available through the Internet at www.ocvcd.org. You can access the Agenda on the Monday prior to the Board of Trustees meeting. The Minutes are approved at the next regular Board of Trustees meeting and are available online the following Monday.

1. **PLEDGE OF ALLEGIANCE:** To be lead by Trustee Dugard (Alternate: Trustee Carchio).

2. **ROLL CALL:**

Cypress	Sandra Montez, President		
San Clemente	Joe Anderson, Vice-President		
Brea	Roy Moore, Secretary		
Aliso Viejo	Phillip B. Tsunoda	La Palma	Larry A. Herman
Anaheim	Lucille Kring	Los Alamitos	Ken C. Parker
Buena Park	Jim Dow	Mission Viejo	Gail Reavis
Costa Mesa	Wendy Leece	Newport Beach	Dr. Virginia L. Barrett
Dana Point	Steven H. Weinberg	Orange	Denis Bilodeau
Fountain Valley	Cheryl Brothers	Placentia	Greg Sowards
Fullerton	Dr. F. Richard Jones	Rancho Santa Margarita	Gary Thompson
Garden Grove	Mark Rosen	San Juan Capistrano	Laura Freese
Huntington Beach	Joe Carchio	Santa Ana	VACANT
Irvine	Rosemary Dugard	Seal Beach	Michael Levitt
Laguna Beach	Toni Iseman	Stanton	Al Ethans
Laguna Hills	Melody Carruth	Tustin	Al Murray
Laguna Niguel	Robert Ming	Villa Park	James Rheins
Laguna Woods	Dr. Robert Bouer	Westminster	Frank Fry, Jr.
La Habra	James Gomez	Yorba Linda	Jim Winder
Lake Forest	Jean D. Jambon	County of Orange	John M. W. Moorlach

3. INTRODUCTION OF VISITORS:

4. PUBLIC PARTICIPATION: At this time, members of the public may address the Board of Trustees regarding **agenda items or items of interest** that are within the subject matter jurisdiction of the Board of Trustees. Generally, the Board will not enter into a dialogue during this period.

Speakers should have a “Speaker Card” completed and presented to the Clerk of the Board prior to the start of the Board meeting.

Comments shall be limited to **three minutes per person**, unless different time limits are set by the President, subject to the approval of the Board.

5. ANNOUNCEMENT OF LATE COMMUNICATIONS:

6. EMPLOYEE ANNIVERSARY RECOGNITION: The Board of Trustees established a policy to recognize employees for their years of service at the December Board meeting. Employees are recognized starting at five years of service and then in five year increments. This year the District has ten employees to recognize with 20, 15, and 5 years of service.

Carrie Fogarty, Microbiologist	- 20 years
John Drews, Vector Control Inspector III	- 15 years
Danny McCarty, Vector Control Inspector II	- 15 years
Terry Pospisil, Accounting Specialist	- 15 years
Cynthia Ross, Vector Control Inspector II	- 15 years
Dana Bausa, Receptionist	- 5 years
John Drake, Vector Control Inspector II	- 5 years
Willy Garcia, Vector Control Inspector II	- 5 years
Gerard Goedhart, District Manager	- 5 years
Tawnia Pett, Public Outreach Coordinator	- 5 years

7. COMMITTEE REPORTS:

7A - Operations Committee: Meeting at 2:00 p.m. prior to the Board meeting:

1) Approve November 19 Committee Minutes; 2) Consider Executive Committee's Request to Prepare Report/Recommendation for the Board of Trustees on the District Service Delivery Model for Core Services of Mosquito Abatement, Rat Control Services, and Fly Control Services (Agenda Item 15); 3) Review Privatization Study; 4) Review Pilot Program for Rat Control Services; 5) Review Analysis of Enterprise Fleet Management Regarding Vehicle Maintenance and Acquisition Service.

7B - Budget and Finance Committee: Meeting at 2:15 p.m. prior to the Board meeting:

1) Review Annual Audit (Agenda Item 12); 2) Review Status of District's Retiree Medical Trust Fund.

8. DISTRICT MANAGER INFORMATION ITEMS:

8A - Trustee Bios for OCVCD Website: At the request of the Operations Committee, Trustee biographies will be placed on the District website along with Trustee photos, currently on the website. Trustees should either e-mail their biography to Lora Babilo, Communications Specialist, at lbabilo@ocvcd.org or submit a hard copy to Viki Blaylock, Clerk of the Board.

8B - Other Information Items:

*****CONSENT CALENDAR*****

9. **CONSENT CALENDAR – Items for Approval by General Consent:** All Consent Calendar items may be acted upon by one motion unless a Trustee requests separate action on a specific item.

9A - **Appointment of Trustee Representatives:** The following cities with communication dates shown have appointed a representative for their city to serve on the Board of Trustees for the next two or four year term of office.

<u>Trustee Representative</u>	<u>Governing Body</u>	<u>Date of Communication</u>
Lucille Kring	Anaheim	(None to date)
Roy Moore	Brea	(None to date)
Sandra Montez	Cypress	(None to date)
Cheryl Brothers	Fountain Valley	(None to date)
Dr. F. Richard Jones	Fullerton	December 3, 2009 (2 yrs)
Joe Carchio	Huntington Beach	(None to date)
Rosemary Dugard	Irvine	(None to date)
Richard T. Dixon	Lake Forest	December 2, 2009 (2 yrs)
Larry A. Herman	La Palma	(None to date)
Gail Reavis	Mission Viejo	(None to date)
Denis Bilodeau	Orange	November 25, 2009 (4 yrs)
Gary Thompson	Rancho Santa Margarita	(None to date)
Joe Anderson	San Clemente	(None to date)
Vacant	Santa Ana	(None to date)
* Al Murray	Tustin	November 19, 2009 (4 yrs)
James Rheins	Villa Park	(None to date)

* *Approved at previous Board meeting.*

Recommended Action: It is the District Manager’s recommendation that the Board of Trustees accept without reading the communications from the above named cities advising the Board of its appointment of a representative for the next two or four year term of office.

[Staff Contact: V. Blaylock. Phone: 714-971-2421, Ext. 112]

(Consent Calendar continued next page)

9. **CONSENT CALENDAR:** (continued)

9B - **Authorize Travel for Two Additional Staff to Attend the MVCAC 78th Annual Conference in Sacramento:** At the October Board meeting, Trustees approved travel for 12 staff, and up to eight Trustees, to attend the Mosquito and Vector Control Association of California (MVCAC) 78th Annual Conference in Sacramento. The District Manager would like approval for two additional staff to attend this conference: District Manager Goedhart and Communications Specialist Babilo. This travel has been budgeted.

Recommended Action: It is the District Manager's recommendation that the Board of Trustees authorize travel for two additional staff to attend the Mosquito and Vector Control Association of California 78th Annual Conference to be held February 7 - 10, 2010, at the Hyatt Regency, Sacramento; and authorize \$1,600 for total travel expenses.

[Staff Contact: G. Goedhart. Phone: (714) 971-2421 Ext. 115]

9C - **Authorize Travel to Attend the 2010 AMCA 76th Annual Conference in Lexington, Kentucky:** The 2010 American Mosquito Control Association (AMCA) 76th Annual Conference is being convened in Lexington, Kentucky, from March 28 - April 1, 2010. This meeting will consist of presentations and exhibits that illustrate and highlight the latest science, technology, and products used to conduct research and control vectors. This meeting also provides ample opportunities to network with vector control professionals, researchers, and educators from around the world. There are six District employees requesting to attend this conference. The 2010 Board President, or designee, may also attend this conference. Since the City of Anaheim will be hosting the AMCA 77th Annual Conference in 2011, Manager Goedhart is requesting Trustee Kring attend this conference. The estimated cost per person for attending this conference is \$1,500. This travel has been budgeted.

Recommended Action: It is the District Manager's recommendation that the Board of Trustees authorize travel to the 2010 Annual Conference of the American Mosquito Control Association in Lexington, Kentucky, from March 28 - April 1, 2010, for Director of Operations Shaw, Director of Communications Hearst, Public Outreach Coordinator Pett, Communications Specialist Babilo, Director of Scientific Technical Services Cummings, Assistant Biologist Saba, 2010 Board President, or designee, and Trustee Kring; and authorize travel expenses of \$12,000.

[Staff Contact: G. Goedhart. Phone: (714) 971-2421, Ext. 115]

(Consent Calendar continued next page)

9. **CONSENT CALENDAR:** (continued)

9D - **Authorize Travel to Attend the 24th Vertebrate Pest Conference in Sacramento:**
The 24th Vertebrate Pest Conference will be held February 22 - 25, 2010, at the Holiday Inn Sacramento–Capitol Plaza. The conference includes sessions on rodent control and biology, impacts and evaluation of rodent populations, chemical control, and a special symposium on field rodenticide uses. The information learned by the two supervisors will be shared with Operations staff at weekly meetings. The participants will receive continuing education hours for their attendance. This travel has been budgeted.

Recommended Action: It is the District Manager’s recommendation that the Board of Trustees authorize travel for two Vector Control Inspector IIIs to attend the 24th Vertebrate Pest Conference on February 22 - 25, 2010, in Sacramento; and authorize total travel expenses of \$2,000.

[Staff Contact: L. Shaw. Phone: (714) 971-2421, Ext. 137]

9E - **Report of District Activities:** Enclosed with the Agenda is the Report of District Activities as submitted by staff to the Board of Trustees by separate report dated December 11, 2009.

Recommended Action: Receive and File.

[Staff Contact: V. Blaylock. Phone: (714) 971-2421, Ext. 112]

*****END OF CONSENT CALENDAR*****

10. **APPROVAL OF MINUTES:** Approve without reading the Minutes of the 756th Meeting of the Board of Trustees held November 19, 2009, enclosed as a separate item with the agenda.

[Staff Contact: V. Blaylock. Phone: (714) 971-2421, Ext. 112]

11. **ACCEPT AND APPROVE MONTHLY FINANCIAL REPORT; AND RECEIVE AND FILE WARRANT REGISTER:** Kelly Price, Director of Administrative Services, will present the financial report and warrant register, and address any questions the Board may have regarding these reports.

11A - **Monthly Financial Report:**

Recommended Action: Accept for inclusion as Exhibit I, the Orange County Vector Control District Monthly Financial Report for the period ending November 30, 2009.

11B - **Warrant Register:**

Recommended Action: Receive and file payment of Warrant Register (Exhibit II) dated December 17, 2009, in the amount of \$451,513.91 as presented by In-House Check Runs dated November 5, 9, 10, 16, 19, 23, 24 and 25, 2009. (The financial information is enclosed as a separate item with the agenda packet.)

[Staff Contact: K. Price. Phone: (714) 971-2421, Ext. 137]

12. **ACCEPT BASIC FINANCIAL STATEMENTS DATED JUNE 30, 2009, MANAGEMENT COMPLIANCE LETTER, AND AUDIT COMMITTEE LETTER FOR 2008-09 ANNUAL AUDIT:** The District's contracted accounting firm, Lance, Soll & Lunghard (LSL), has completed the 2008-09 annual audit. In addition to the audited financial statements, results are transmitted through the compliance and audit committee letters. Both are composed by the auditors.

The compliance letter (Exhibit A) reports on any noncompliance issues in accordance with the *Government Auditing Standards*. It also discusses an agency's internal controls over financial reporting. The District's compliance letter reported no material weaknesses. This is defined as significant deficiency of the financial statements that was not prevented or detected by OCVCD as a part of the internal controls. The letter also revealed that "no instances of noncompliance" were discovered or required to be reported under the *Government Auditing Standards*.

The audit committee letter (Exhibit B) discusses the auditor's responsibility, accounting policies, accounting estimates, and other general accounting topics analyzed during the audit process. The District's audit committee letter reported no unusual transactions and that our accounting estimates were reasonable in relation to the financial statements taken as a whole. The letter also mentioned auditors had no disagreements with management and there were no other audit findings or issues discovered.

Recommended Action: It is the District Manager's recommendation that the Board of Trustees accept the Basic Financial Statements (Exhibit C) dated June 30, 2009, prepared by Lance, Soll & Lunghard, LLP; Management Compliance Letter; and Audit Committee Letter for 2008-09 Annual Audit.

[Staff Contact: K. Price. Phone: (714) 971-2421, Ext. 137]

13. **APPOINTMENT OF NOMINATING COMMITTEE FOR 2010 OFFICERS OF THE BOARD OF TRUSTEES:** Section 3.02.060 of the District Operations Code (Bylaws) provided, in part, as follows:

"3.02.060: Election of Officers: Board officers shall be elected annually, with the election held at the regular meeting in the month of January.

"For conducting the election, the presiding officer shall appoint a Nominating Committee at the December Board Meeting. The Nominating Committee shall recommend one candidate for each office at the January meeting. Recommendation of the Nominating Committee shall be included in the January Agenda, which shall be mailed to each Trustee prior to the January meeting of the Board of Trustees. Nominations can be made from the floor. Each board member shall have one vote. New officers shall assume their positions and responsibilities at the January meeting."

Recommended Action: Appointment of the Nominating Committee by President Montez.

[Staff Contact: V. Blaylock. Phone: 714-971-2421, Ext. 112]

14. **RESOLUTION ESTABLISHING AN ORDERLY PROCESS FOR CONDUCTING DISTRICT BUSINESS:** The resolution in your packet has been developed to bring structure to the Committee system and to control costs. It recognizes that committees are entrusted with studying District matters and making recommendations on certain subjects. It also acknowledges the limited District resources and funds available to study issues. It requires an estimate of costs when staff is required to perform work to study issues. It also establishes procedures for minutes and agendas for Committees.

At the November meeting, Trustees generally approved the resolution, subject to (1) Trustee Anderson's suggested revisions about a process to appeal to the President if the Manager deems work too substantial for staff to undertake, and (2) Trustee Ming's concerns that the Brown Act language be modified so as to not unduly restrict a Trustee's right to communicate by email when less than a quorum of the Board/Committee is involved. The proposed resolution incorporates both Trustee Anderson's and Trustee Ming's suggested wording. (Changes are shown in bold italics in resolution attached as Exhibit D).

Recommended Action: It is the District Manager's recommendation that the Board of Trustees adopt Resolution No. 346 entitled "A Resolution of the Board of Trustees of the Orange County Vector Control District Establishing an Orderly Process for Conducting District Business."

[Staff Contact: A. Burns. Phone: 714-971-2421, Ext. 112]

15. **OPERATIONS COMMITTEE'S REPORT/RECOMMENDATION TO THE BOARD OF TRUSTEES ON DISTRICT SERVICE DELIVERY MODEL FOR CORE SERVICES OF MOSQUITO ABATEMENT, RAT CONTROL SERVICES, AND FLY CONTROL SERVICES:** This item is continued from last month's Board of Trustees meeting.

Recommended Action: Board action as deemed appropriate.

16. **RECOGNITION OF OUTGOING TRUSTEES:** President Montez will present plaques to outgoing Trustees.
17. **WRITTEN COMMUNICATIONS: Receive and File Resignation Letter from Trustee Bella:** Attached as Exhibit E is the resignation letter from Trustee Fred Bella, representative from the City of Santa Ana. Trustee Bella has served on the Board of Trustees for six years and has submitted his resignation effective December 10, 2009.
18. **COMMENTS FROM THE BOARD OF TRUSTEES:** At this time, members of the Board of Trustees may comment on agenda or non-agenda matters and ask questions of or give directions to staff, provided that NO action is taken on non-agenda items unless authorized by law.
19. **OTHER BUSINESS:**
20. **ADJOURNMENT:**

**ORANGE COUNTY VECTOR CONTROL DISTRICT
MEETING CALENDAR**

MEETING	LOCATION	DATE
MVCAC 78th Annual Conference	Hyatt Regency, Sacramento	February 7 - 10, 2010
AMCA 76th Annual Conference	Lexington Center, Lexington, Kentucky	March 28 - April 1, 2010
LCC Annual Conference	San Diego	September 15 - 17, 2010

- AMCA - American Mosquito Control Association
- ASTMH - American Society of Tropical Medicine and Hygiene
- CALPELRA - California Public Employees Labor Relations Association
- CalPERS - California Public Employees' Retirement System
- CDFA - California Department of Food & Agriculture
- CSDA - California Special Districts Association
- CSMFO - California Society of Municipal Financial Officers
- ERMA - Employment Risk Management Authority
- ESA - Entomological Society of America
- LCC - League of California Cities
- MVCAC - Mosquito and Vector Control Association of California
- OCERS - Orange County Employees Retirement System
- RIFA - Red Imported Fire Ant
- SOVE - Society for Vector Ecology
- SWS - Society of Wetland Scientists
- VCJPA - Vector Control Joint Powers Agency
- UTMB - University of Texas Medical Branch
- WNV - West Nile Virus